



Title: SICK LEAVE BANK

Number: LCC-75

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Approved 11/07/06

Approved: 01/20/09

I. OBJECTIVE

To establish a plan to allow full-time employees of the County to participate in a sick leave bank which may be used upon depletion of their sick and other leave credits.

II. DEFINITIONS AND REFERENCES

N/A

III. DIRECTIVES

The Sick Leave Bank Program is a voluntary program designed to provide participating employees with additional leave credits in the event of personal life-threatening or catastrophic illness and/or injury.

Life-threatening or catastrophic illness and/or injury is defined as requiring in-patient hospitalization, surgery, or extended medical treatments and rehabilitation which will result in periods of incapacity expected to be greater than 7 calendar days. Periods of incapacity may be continuous or intermittent.

For purposes of this policy, life-threatening or catastrophic illness and/or injury does not include: (1) short term ailments such as flu, colds, or routine medical or dental appointments; (2) elective, cosmetic, or reconstructive surgery unrelated to another major illness, accident or injury; (3) job-related illnesses or injuries which may be covered by workers' compensation; or (4) intentional self-inflicted injuries.

A maximum of 240 hours per year, per participating member, will be considered. A second withdrawal in the amount of 240 hours will be considered on a case-by-case basis. Employees must use sick bank time within six months from the date on which they start using time.

Requests for sick leave bank withdrawal must be accompanied by documentation from a physician or healthcare provider justifying the need for the leave. In addition, each occurrence of intermittent use of approved sick leave bank withdrawal must be documented by the employee's attending physician or health care provider.

The County Manager shall establish procedures to implement this policy.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.



Welton G. Cadwell

Chairman, Board of County Commissioners
Lake County